committee job descriptions 

Taking on a committee role

**GENERAL COMMITTEE**

General Committee Members are essential to any club. They are just as valuable as the Office Bearers (Executive) as they have opinions, ideas and also insight which should be called upon with all discussions or decisions. General committee should be ready to be called on for assistance with club operations, fundraising, costumes etc.

Office Bearing General Committee Members:

* Coaching and Skills Coordinator
* Events and Fundraising Coordinator
* Media and Communications Coordinator
* Costume Coordinator
* Grants and Sponsorships Coordinator

**EXECUTIVE COMMITTEE**

To take an Executive position on any Committee is a significant responsibility. It is more than just turning up for a meeting and taking notes or participating in decisions. It is agreeing to understand the “rules” of your club to enable your club to be as efficient, professional and harmonious as possible.

• President

• Secretary

• Treasurer

• Vice President

Running a meeting:

Committee meetings are held four times a year. It is the responsibility of each committee member to be present at each meeting. Meetings require a quorum to be present if motions are to be passed.

Should an urgent matter arise, the Executive committee may make decisions outside of scheduled meetings.

**AT THE VERY LEAST THE CLUB SHOULD AIM FOR THE FOLLOWING:**

Adhere to the meeting agenda:

President must control the discussion to achieve a resolution/direction for each issue. Clarify each decision before you move on to the next item. The president should clarify the decision or important points of a discussion if there is confusion or if there is a differing of understanding within the committee.

The President, Secretary, Treasurer, and all office bearing members to have a report ready at each monthly meeting.

Allow a “roundup” at the end of the meeting from all attendees to allow for issues not discussed to be voiced. The President is to then allow these items to be discussed at length if required or to allocate the item to the agenda for the next meeting.

Running a Successful club:

Be unified with the same goal/achievements for your club.

A club can only be successful if it works together as a TEAM.

Working together allows for the talents of each member to be used to full potential by sharing the responsibility rather than duplicating tasks.

Limitations within the group can be managed and inadequacies resolved. Committee members must be prepared to fulfil their duties and take the initiative to seek assistance should they need it.

Present a professional attitude and have a full understanding of club workings- your club members will appreciate this and they will be more likely to want to remain as registered club members and also hopefully, become more involved.

Communications between meetings must be operated in a professional manner as well. Communicating via social media is limiting and can lead to miscommunication and misunderstandings

Keep fundraising to a minimum. Even though this is essential to your club, your members (families) will feel disgruntled at the constant request for assistance and/or the feeling of “having to put their hand in their pockets yet again”. One or two major fundraising events with minimal expense to the club but that has the potential for maximum profit is ideal. All fundraising ideas should be discussed at monthly meetings and when agreed on, you can arrange structures to be put in place to effectively organize the fundraising event.

Aim to develop clear policies and procedures that are specific and beneficial to our club with the aim of carrying the club into the future.

**President**

In the eyes of the club members, the success of the club is the President’s responsibility. As a Club President, you must be prepared to devote a lot of time to the club. This position is not to be taken unless the nominee is willing to be decisive, organized, ready to mediate, able to stand accountable and also ready to be “the captain of the ship”- which means available to attend all functions, be there early and to leave late – basically overseeing that all club members (committee or not) are happy and informed, assisting anywhere they can, to be a leader by their actions and knowledge.

 It is the duty of the President to stimulate the interest and activity of both the committee and all club members on all occasions. The President is responsible for creating an image and conducting all the affairs of the club in a judicious manner. You must provide the leadership for the organization.

Desirable Attributes:

The President should:

• be forward thinking and committed to meeting the overall goals of the Club

 • be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. CVI meetings etc )

• be a good listener and attuned to the interests of members and other interest groups

• be a person who can develop good relationships internally and externally

• be well informed of all organization activities and able to provide oversight

• have a good working knowledge of the Committee Constitution, rules and duties of all committee positions.

• be able to work collaboratively with other Committee Members

• be prepared to attend all functions arranged by the club leading by example ie arriving early and leaving when the function is completed.

 • be a competent public speaker

Specific duties include but are not limited to:

• Chair Committee meetings ensuring that they are run efficiently and effectively

• Act as a signatory for the Club in all legal purposes and financial purposes

• Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution

• Work with the Committee to ensure:

• The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.

 • That the committee are responsible for their own particular role and that the position criteria is being adhered to in relation to that position.

• Goals and relevant strategic and plans are developed in order to achieve the goals of the Club

 • Communicate regularly and systematically with representatives of member clubs, CVI associates and/or any parent body.

**The Secretary**

The Secretary is a crucial role for a couple of reasons - firstly, they are the linchpin between the club (committee) and families as well as any parent body (CVI etc). They must record all meetings minutes, receive all correspondence, arrange and distribute meeting agendas’, have available all previous minutes and correspondence (for reference), club records ( family registration information) and to communicate with the President at all times to relay any concerns, issues or actions required.

Desirable Attributes:

The Secretary should:

• be organized

 • have computer skills

 • be a good communicator

 • be able to keep confidential matters confidential

• be a dedicated club member

Specific duties include but are not limited to:

• The Secretary ensures that official records are maintained of members of the Club and Committee. They ensure that these records are available when required for reports, elections, referenda, other votes, etc.

• Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards - Website operator can be appointed

• Development of the agenda in consultation with other Committee members and distribution prior to the meeting

• Be familiar with all current club documents ie : ABN information, CVI registrations etc

• Enable and authorize people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained

• Provide an up-to-date copy of the Constitution at all meetings

• Manage the general correspondence of the Committee except for such correspondence assigned to others

• The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

• Managing Club registrations, and ensuring all registrations are current and received by CVI

• Submitting team competition entry forms and liaising with competition conveners.

• Assisting with Club functions such as fundraising events, Presentation Night and the Concert.

• Ordering uniforms

**The Treasurer**

This is also a very big responsibility and requires the role to be filled by a meticulously organized person who ideally has some financial background. Monies received and authorized to be paid MUST be accounted for correctly and methodically. This takes concentration and diligence. The treasurer must give a report at each club meeting and may have to arrange the audit if required. Basically they are responsible for the financial operation of the club and should offer advice at each meeting in regards to all expenditure.

Desirable Attributes:

The Treasurer should:

• be exceptionally well organised

• have financial expertise

• be able to maintain accurate records

• be a dedicated Club Person

• be honest and trustworthy

• have good computer skills

• have excellent communication skills

Specific duties include but are not limited to:

• Provide advice to the Committee in their management of the Club finances

• Administer all financial affairs of the Club

• Monthly financial reports – present at monthly committee meeting

• Receipt of all incoming monies

• Bank all monies received

• Pay all accounts
• Maintain accurate records of all income and expenditure

• Ensure that all receipts and payments concur with bank deposits and withdrawals

• Arrange and dispatch invoices for periodical payment

• Issue yearly membership fee

• Keep accurate record of all membership payments

• Be a signatory on club account

• Control the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval

• Support any required auditing processes

• Manage payment plans for families as necessary

**Vice President**

It is the duty of the Vice President to support the President in stimulating the interest and activity of both the committee and all club members on all occasions. The President is responsible for creating an image and conducting all the affairs of the club in a judicious manner. You must provide the leadership for the organization. This position is not to be taken unless the nominee is willing to be decisive, organized, ready to mediate, able to stand accountable, and be available to attend all functions, be there early and to leave late – basically helping to ensure that all club members (committee or not) are happy and informed, assisting anywhere they can, to be a leader by their actions and knowledge.

Desirable Attributes:

The Vice President should:

• be forward thinking and committed to meeting the overall goals of the Club

• be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. CVI meetings etc

• be a good listener and attuned to the interests of members and other interest groups

• be a person who can develop good relationships internally and externally

• be well informed of all organization activities and able to provide oversight

• have a good working knowledge of the Committee Constitution, rules and duties of all committee positions.

• be able to work collaboratively with other Committee Members

• Be prepared to attend all functions arranged by the club leading by example ie arriving early and leaving when the function is completed.

• be a competent public speaker

Specific duties include but are not limited to:

• Chair Committee meetings when President is unavailable, ensuring that they are run efficiently and effectively

• Act as a signatory for the Club in legal purposes and financial purposes

• Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution

• Work with the Committee to ensure:

• The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.

• That the committee are responsible for their own particular role and that the position criteria is being adhered to in relation to that position.

• Goals and relevant strategic and plans are developed in order to achieve the goals of the Club

• Communicate regularly and systematically with representatives of member clubs, CVI associates and/or any parent body.

• Provide a monthly report for the newsletter

**The Coaching and Skills Coordinator**

Coaching and Skills Coordinator is an office bearing general committee member and are the liaison between coaches, committee and VCCA/CVI.

Desirable Attributes:

The Coaching and Skills Coordinator should:

• be committed to meeting the overall goals of the Club

• be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. CVI meetings etc

• be a good listener and attuned to the interests of coaches and committee

• be a person who can develop good relationships internally and externally

• be well informed of all organization activities and able to provide oversight

• have a good working knowledge of the Coaching Requirements, CVI rules and VCCA requirements

• be able to work collaboratively with other Committee Members

• ideally, be a qualified Level 1 coach, as often this role will also include being named as Principal Coach

Specific duties include but are not limited to:

• send a coaches’ bulletin after each committee meeting, regarding any relevant information for coaches

• prepare a coaching report for each meeting.

• facilitate coaching seminars, first aid courses and the Cadet and Level 1 courses.

 • co-ordinate the skills program, including the production of the annual skills handbook.

 • hold coach meetings with coaches and assistants/cadets/helpers to discuss any relevant issues.

 • produce, in conjunction with the committee and coaches, contracts for all levels of coaching within the club

• facilitate mediation sessions for coaches

 • provide coaching resources, information and general support to all coaches

**The Events and Fundraising Coordinator**

The Events and Fundraising Coordinator organizes the major club events and fundraising events. They are charged with coordinating these events with the assistance of the committee and club members. They work closely with the Fundraising volunteers, Secretary and President.

Desirable Attributes:

The Events and Fundraising Coordinator should:

• be highly organized, creative and efficient

• be forward thinking and committed to meeting the overall goals of the Club

• be a good role model and a positive image for the Club in representing the Committee in other forums

• be a person who can develop good relationships internally and externally

• be well informed of all organization activities and able to provide oversight

• be able to work collaboratively with other Committee Members

Specific duties include but are not limited to:

• Organising Trivia Night

• Think Pink Week

• Come and Try/ Bring A Friend Days

• Registration Day

• Presentation Night

• Annual Concert

• Bunnings BBQs

• Special performance events

• Providing a monthly report to the committee

**The Media and Communications Coordinator**

 Is responsible for maintaining the club’s social media profiles including Facebook, Instagram, Team App and the Club Website. They must be aware of any issues regarding the use of photos of members. It is their job to liaise with the committee, especially the secretary and Events Coordinator in regards to club events and promote them via the relevant platforms. They are responsible for the production and distribution of the monthly newsletter via email and Team App. They are also responsible for promoting to club members, any relevant CVI or sponsor information.

Desirable Attributes:

The Media and Communications Coordinator should:

• be highly organized, creative and efficient

• be forward thinking and committed to meeting the overall goals of the Club

• be a good role model and a positive image for the Club in representing the Committee online

• be a person who can develop good relationships internally and externally

• be well informed of all organization activities and able to provide oversight

• be able to work collaboratively with other Committee Members

• be aware of current social media policies

• possess good computer skills

Specific duties include but are not limited to:

• Maintaining, the Club Facebook page, website, and Instagram account

• Maintaining and updating TeamApp

• Preparing the club calendar

• Publishing the monthly newsletter

• Advertising and promoting the Club across all online accounts

• Publishing Club brochures and handbooks

• Seeking out community links and innovative ways of promoting the Club

• Providing a monthly report to the committee

**The Costume Coordinator**

The Costume Coordinator is responsible for organizing and facilitating costumes, equipment and managing team budgets.

Desirable Attributes:

The Costume Coordinator should:

• be highly organized and efficient

• be able to maintain accurate records

• be able to work collaboratively with other Committee Members

Specific duties include but are not limited to:

• Organising sewing tutorials for parents,

• Organising sewing bees

• purchasing of fabric and trimmings

• purchase and manufacturing of props,

• hiring of costumes,

• purchasing of rod tape,

• purchasing rods, clubs, practice skirts.

• work with coaches and seamstress in regards to budgets

• providing the coach with a monthly update of their budget

• costume return day and for the storage and cataloguing of club owned costumes and props.

• Providing a monthly report to the committee

**The Grants and Sponsorship Coordinator**

The Grants and Scholarship Coordinator is responsible for creating a grants and sponsorship plan for the club in accordance with CVI’s Star Club program. They apply for grants on behalf of the club, maintain a database / records of grant applications and awards for future reference. They are responsible for creating sponsorship packages to present to businesses on behalf of the club. They are also, in conjunction with the Fundraising and Events Co-ordinator, responsible for seeking donations for the club’s fundraising efforts such as raffle prizes and BBQ needs.

Desirable Attributes:

The Grants and Sponsorship Coordinator should:

• be highly organized and efficient

• be able to maintain accurate records

• be able to work collaboratively with other Committee Members

**Team Managers/Welcoming Officer**

Team Managers (Welcoming Officers) Whilst not a specific committee position, the Team Managers are vital to successful distribution of information and maintaining communication and positive environments within sections. They are required to meet with the Treasurer regularly and are invited to attend Committee meetings. They are responsible for helping to welcome new and prospective members at events such as, Registration Day, Come and Try Days and Open Week.

Desirable Attributes:

Team Managers should:

• be highly organized and efficient

• be able to maintain accurate records

• be able to work collaboratively with other Committee Members, parents and Coaches

Specific duties include but are not limited to:

• providing the committee with up to date financial records for their team

• providing the committee with up to date enrolment and medical records for their team

• Assisting with Come and Try days in liaison with Events Coordinator and Section Coach

• Assisting with Registration Day, introducing new members to coaches etc

• Assisting new members with policies and procedures of the club

• Collecting fees and payments each week

• Providing receipts and clear transaction records

• Communicating with parents on behalf of the club and / or coach

• Assisting in organising group accommodation for Bendigo or Ballarat competitions

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